



Faculty Guide for DC Campus Library

Research and Teaching Support

COLLECTIONS

The Library provides access to 101,000 books, 25,000 e-books and 35,000 full text electronic journals (indexing and abstracting for 60,000). For a complete listing of our various resources including [media](#), [government information statistics](#) and [data](#) go to [RESOURCES](#) on the library website. Under RESOURCES be sure to view the [SUBJECT GUIDES](#) which are Librarian prepared documents that highlight resources pertinent to researching a given topic.

BOOK, AUDIOVISUAL AND JOURNAL PURCHASES

Your suggestions for library purchases are welcome. Contact the subject librarian for your program area or use the purchase suggestion form on the website (under [Suggestions and Comments](#)).

Note: The library does not acquire course textbooks, however, such materials may be purchased by your department or donated by faculty, and placed on reserve.

GOOGLE SCHOLAR

When using [Google Scholar](#) be sure to add Durham College - Find It @ Durham as a Library Link under Scholar Preferences. Our [Find It @ Durham](#), electronic linking service, will help you navigate through the search process and find full text materials.

LIBRARIAN	SUBJECT AREAS	CONTACT
Reference Desk	General Reference questions	reference@dc-uoit.ca 905.721.2000 Ext. 2390
Trish Johns-Wilson	Justice & Emergency Services, Government Documents, Health Sciences, ECE	Trish.Johns-Wilson@dc-uoit.ca 905.721.2000 Ext. 2388
Helen Labine	Business, IT & Management, Interdisciplinary Studies & Employment Services, Community Services, Skilled Trades, Apprenticeship & Renewable Energy, Media, Art & Design	Helen.Labine@dc-uoit.ca 905.721.2000 Ext. 2963
Nathalie Zhou	Science, and Technology	Nathalie.Zhou@dc-uoit.ca 905.721.2000 Ext. 2966
Carol Mittlestead	Associate Librarian for Collections	Carol.Mittlestead@dc-uoit.ca 905.721.2000 Ext. 2005

FINDING MATERIALS

How do I find books, media & articles at the library?

[Find Books](#) (under Resources—Books OR through the Direct Access library website link on the main page).

[Find E-Books](#) (under Resources—Books OR through the Direct Access library website link on the main page).

[Find Journal Titles, and Articles](#) (under Resources—Articles in magazines, journal, newspapers OR through the Direct Access library website link on the main page).

[Find Indexes and Databases](#) (under Resources—Articles in magazines, journal, newspapers—By Index Database Name OR through the Direct Access library website link on the main page).

[Find DVDs and videos listed](#) in the library catalogue (under Resources—Media) BUT *located* in Media Services in the Willey Building (B200) NOT in the library. Booking is also done through Media Services (905.721.2000 x. 3333 option 2).

ACCESSING E-RESOURCES

You may also access the library's catalogue and electronic resources from your own computer at home or at work via the library website. To access electronic resources (e.g. e-books, e-journals) you will need your faculty id number and network password.

Note: If you do not know your network password, call IT at 905.721.2000 Ext. 3333.

Teaching Support

RESEARCH HELP FOR YOUR STUDENTS ON THE LIBRARY WEBSITE

Direct your students to the research help posted on the library website. Under the main navigation bar RESEARCH HELP, they will find assistance with researching a topic, resource management, and help with finding resources.

Help with researching a topic and resource management:

From the library website under RESEARCH HELP—[RESEARCH A TOPIC](#):

[The Research Process](#)

[Comparing Sources of Information](#)

[Plagiarism, Citation Styles](#)

Help with finding resources:

From the library website under RESEARCH HELP—[HOW TO FIND RESOURCES](#)—[Catalogue Help](#):

[General Search Help](#)

[Advanced Keyword Searching in the Library Catalogue](#)

[Call Numbers](#)

From the library website under RESEARCH HELP—[HOW TO FIND RESOURCES](#)—[Periodical Help](#):

[Periodical Search Strategies](#)

[What is Find IT/Citation Locator?](#)

[Help Sheets for Specific Databases](#)

[Guide to Electronic Licenses](#)

INSTRUCTION TO STUDENTS AND SUPPORT TO FACULTY

Reference Librarians provide instruction to students and support to faculty in the areas of research and information literacy. Individual or small group appointments can also be made with your Subject Librarian. To book an Information Literacy Skills class or any of the sessions listed below phone the Reference desk at 905.721.2000 Ext. 2390. The Library has two classrooms with seating and computer workstations that may be combined to fit a maximum of 60 students For more details on classes see below.

INFORMATION LITERACY SKILLS: AN INTRODUCTION

One 50 minute class

Classes cover the research process, with an emphasis on using the resources and guides accessible on the library website to find and retrieve information from books, articles and recommended websites; and on analyzing and evaluating these sources.

LIBRARY TOUR

20 minutes; in your class or at the library

Visit the library with your class for a walking tour of the library, and an overview of the library services and facilities available to students. Virtual tours are available for those unable to bring their class to the library.

USING LIBRARY RESOURCES TO CONDUCT RESEARCH FOR A SPECIFIC ASSIGNMENT

One 50 minute class; additional 50 minute tutorial as appropriate

These classes are designed to teach students how to use the tools required to find and retrieve information for a specific assignment.

GUEST LECTURER

10 minutes - 50 minutes

Invite a librarian to your class for a short visit, to provide targeted instruction on a specific skill like finding course reserves or, book a longer visit, and we'll review the entire research process, identifying stages where library resources and library staff can provide assistance.

INSTRUCTIONAL SERVICES

For more information on [information literacy](#), [class information for faculty](#), and [assistance for students](#) see our webpage's under Services– Instructional Services.

Teaching Support and Borrowing Information

INTERLIBRARY LOAN SERVICES

If the resource that you require is not available within the UOIT/Durham College Library in either paper or electronic format, you may request an interlibrary loan.

Interlibrary loan service is available FREE OF CHARGE to students, faculty and staff. Fines are charged for overdue materials - \$1.00/day.

Click on [Services—Borrow From Other Libraries – Interlibrary Loan](#) to access this service.



RECIPROCAL BORROWING

Durham College staff and students have reciprocal borrowing privileges with other Ontario college libraries through a direct borrowing agreement.

All other Ontario college libraries will lend directly, in person, to staff, faculty, and students from Durham College :

Library Card: To use the libraries at these colleges present your valid Durham College photo ID staff card at the appropriate desk and complete any necessary registration form. Collateral identification may be required. You will be issued a library card for use at the library.

For more details see [reciprocal borrowing](#). If you encounter any problems at another institution, contact Jane.Dubis@uoit.ca or telephone at 905.721.2000 ext. 2967.

GIFTS AND DONATIONS

If you've cleared out your office and have a pile of books to donate see [About the Library—Library Policies - Gifts and Donations Principles and Procedures](#) information and contact the subject librarian for your program to make arrangements (see page 1).

CURRENT AWARENESS— NEW BOOKS AND JOURNAL LITERATURE

Email Alerts

To keep up-to-date with journal literature, try the alerting services available through many of the library's database subscriptions.

New Books in Your Subject Field

To view new acquisitions in your subject area [click here](#).

RESERVES - PRINT & ELECTRONIC

You may place print books and articles (existing library materials or your own personal copies) on Reserve at the Circulation Desk for a 3-hour, 1-day, or 3-day loan period. Simply fill in a form available at the Circulation Desk or use our online form (through our [SERVICES—For Faculty—Reserves—How to Put Material on Reserve](#) link)

Online articles from the e-journals to **which the library subscribes** may also be linked and made available online.

Due to Canadian copyright law, print articles may not be scanned and provided as digital reserves without written permission of the copyright holder.

Print and electronic copies of course reserves can be searched in the library catalogue by instructor name, course code, or course name.

For more information contact: Robyn Kirkham
905.721.2000 ext. 2915

POSTING E-RESOURCES ONLINE

If you choose to post e-resources online within WebCT or in word documents or emails, an option is to create durable links or persistent URLs. Rather than navigating through the Library's databases, the student is presented with a more direct route to articles paid for by the Library. Following the correct entry of one's username and password, the student is presented immediately with the full-text of the article. Instructions on how to create durable links or persistent URLs are available under "[Research Help— How to Find Resources](#) (select "[Periodical Help](#)", then "[Guide to Electronic Licenses](#)").

Please note that you are guilty of copyright infringement if you cut, paste and/or post materials that you found on the Internet to your web page without getting the permission

COPYRIGHT AND LICENSING

See the Library's guidelines for [Copyright](#) (under About the Library—Library policies) and [Electronic Licensing](#).

WHAT IS DIGILOG?

[Digilog](#) is an online digital archive. From the library website under [RESOURCES—Archives—Digital Archives](#) you will find [The Chronicle](#), DC/UOIT's newspaper (full text), and [Campus Photographs](#).

Borrowing Information

YOUR LIBRARY CARD

Your staff identification card is your library card and must be presented when you borrow materials. Bring your ID to the Library Circulation Desk to have it authenticated.

BORROWING INFORMATION

Faculty may borrow up to 50 books for a thirty day period. Most paper periodicals may be borrowed for three days.

Renewals

Books may be [renewed online](#) up to 3 times (as long as there are no holds on the items) using your library account PIN provided to you provided to you when you register for library privileges. Books may also be renewed by phone, or in person at the Circulation Desk. Upon request, extended semester loans may also be available.

Placing Holds

A hold can be placed online on most items that are signed out to another borrower. There is a maximum of three hold requests per borrower. For more information on placing holds see [Holds](#) under Services – Borrow from Durham College Library.

To place a hold, click on the 'Place Hold' link in the library catalogue record of the item you wish to place on hold. You will be asked to enter your User ID and PIN.

My Account - User ID and PIN Information

Your User ID is your staff number or, if you were issued a separate library card, your library card number. You may access My Account under Quick Links—[My Account](#). Your PIN number is emailed to you within 24 hours when you register for library privileges each academic year. If you have already updated your library card and have forgotten your PIN number call the Circulation Desk.

CIRCULATION CONTACT INFORMATION

Circulation Desk	General Circulation Inquiries	library@dc-uoit.ca 905.721.3082
Access Services Manager	Karin Downie	Karin.Downie@uoit.ca 905.721.2000 Ext. 2967
Interlibrary Loans	Allison Caddies	Allison.Caddies@uoit.ca 905.721.2000 Ext. 2652
Reserve	Robyn Kirkham	libreserve@dc-uoit.ca 905.721.2000 Ext. 2915

GENERAL INQUIRIES

General Library Inquiries	Teresa Read	Teresa.Read@dc-uoit.ca or library@dc-uoit.ca 905.721.2000 Ext. 2214
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HOURS

(For summer, holiday, or extended hours
[click here](#))

BUILDING & CIRCULATION SERVICES

REFERENCE SERVICES

Monday—Thursday	7:45a.m. to Midnight	8 a.m. to 9 p.m.
Friday	7:45a.m. to 9 p.m.	8 a.m. to 4:30 p.m.
Saturday & Sunday	10 a.m. to 6 p.m.	10 a.m. to 5 p.m.